



**MILWAUKEE
PUBLIC SCHOOLS**

Title I

Every Student Succeeds

2026-27 Contracted Schools Title I Reimbursement Procedures

Title I Budget spreadsheets with FY27 allocations will be submitted to schools by **May 15, 2026**. Schools must submit their annual Title I Budget to the Title I Office by **September 19, 2026**. Title I supports supplemental instruction for students, professional development for teachers of Title I students, and parent involvement for parents of Title I students. The budget should be set up according to how the Title I funds will be expended during the school year. Instruction, professional development and parent involvement become the categories for budget planning.

Reimbursement will be made to schools three times a year. The Title I Expenditure Claim Report should be submitted by **December 15, 2026, March 15, 2027 and July 15, 2027**. The Title I office will not accept late submissions. All invoice submissions and support documents are to be uploaded into One Drive in the order it is listed on the budget spreadsheet. When submitting the Title I budget, schools are to submit the name of the employee or contractor paid from Title I funds and indicate the academic area supported. Changes in this support should be reported to the Title I Office. Please note that the budget and claim forms are combined into the same Excel workbook and designated by tabs at the bottom of each sheet.

Title I staff will review the Title I Expenditure Claim Report for appropriate expenditures. If there are corrections or concerns regarding the expenditures, the school leader will be contacted immediately via email. ***Additional documentation may be requested from the Title I office or the Office of Finance at any time for further processing of expenditures.*** If there are no corrections or concerns, the ESEA Manager will forward the request for reimbursement to the Office of Finance for further review and processing. Once the reimbursement has been reviewed and processed by the Office of Finance, it will be returned to the Title I Office.

Please designate on the Title I reimbursement claim form the method for check distribution (pick up in Title I or certified USA mail). To pick up the reimbursement, the school leader must provide the Title I Office with identification to be copied and must sign off that he/she has received the reimbursement.

Document Checklist: Title I Claims - Requested Documentation

1st Claim: December		2nd Claim: March		3rd Claim: June	
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Requested documentation may include the following, but not limited to:

Activity

<input type="checkbox"/> Title I Supplemental Instruction <input type="checkbox"/> Payroll Registry bi-weekly (do not submit payroll per semester) <input type="checkbox"/> Purchased Items: Receipt/Invoice <input type="checkbox"/> Copy of cancelled check(s) front and back. If paid by credit card a copy of the credit card statement <p>Special Note: Time and effort reporting is required for positions of less than 1.0 FTE paid from Title I.</p>	<input type="checkbox"/> Title I Parent Involvement <input type="checkbox"/> Payroll Registry bi-weekly (do not submit payroll per semester) <input type="checkbox"/> Purchased Items: Receipt/Invoice <input type="checkbox"/> Copy of cancelled check(s) front and back. If paid by credit card a copy of the credit card statement <input type="checkbox"/> Parent workshop/training <input type="checkbox"/> Sign in sheet/s w/time & end time, date of event, and Agenda <p style="text-align: center;">Or</p> <input type="checkbox"/> Certificate of Participation/Completion (For Virtual Sessions)	<input type="checkbox"/> Title I Supplemental Support/Tutoring <input type="checkbox"/> Payroll Registry bi-weekly (do not submit payroll per semester) <input type="checkbox"/> Purchased Items: Receipt/Invoice <input type="checkbox"/> Copy of cancelled check(s) front and back. If paid by credit card a copy of the credit card statement <input type="checkbox"/> Name of Facilitator/or Vendor for tutoring <input type="checkbox"/> Attendance sheet of students participating with time/date for each day
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Type of PD

<input type="checkbox"/> Workshop/Training/Coaching Proof of payment (registration): <input type="checkbox"/> Invoice from workshop, training, etc. w/ payment shown <input type="checkbox"/> Copy of credit card w/name <p style="text-align: center;">Or</p> <input type="checkbox"/> Copy of front and back of processed personal/school check	<input type="checkbox"/> Profession Development or Conference (1 day not allowed) Proof of payment (registration): <input type="checkbox"/> Invoice from conference, workshop, training, etc. w/ payment shown <input type="checkbox"/> Copy of credit card w/name <p style="text-align: center;">Or</p> <input type="checkbox"/> Copy of front and back of processed personal/school check
Proof of attendance: <input type="checkbox"/> Sign in sheet/s w/start time & end time, date of event and Agenda <p style="text-align: center;">Or</p> <input type="checkbox"/> Certification of Participation/Completion (For Virtual Sessions)	Proof of attendance: <input type="checkbox"/> Certificate of Participation/Completion <p style="text-align: center;">And / Or</p> <input type="checkbox"/> Copy of nametag (if certificate is not available for conference) <p style="text-align: center;">And</p> <input type="checkbox"/> Copy of conference schedule/agenda
	Additional items for travel (if applicable): <input type="checkbox"/> Parking receipt <input type="checkbox"/> Taxi receipt (to and from airport/hotel only) <input type="checkbox"/> Zero balance hotel receipt with proof of payment <input type="checkbox"/> Proof of payment of airline ticket w/deduction shown <input type="checkbox"/> Boarding passes/ Itinerary <input type="checkbox"/> Luggage check receipt (1 bag limit)

NOTE: Title I does not reimburse taxes. All Title I expenditures must be documented on the approved budget spreadsheet and supporting documentation must be provided with a detailed explanation of the Title I expenditures.